

Franklin County Office On Aging
280 E. Broad Street, 3rd Floor
Columbus, OH 43215

J O B A N N O U N C E M E N T

WORKING TITLE: Client Data Technician (Bargaining) **PCN:** 111301

SUPERVISOR: Clerical Supervisor

PRIMARY RESPONSIBILITIES: Monitor client flow within Senior Options; maintain client records in a manner which supports good clinical practice; maintain/update status on ongoing, case managed, disenrolled and deceased clients; provide accurate information to case managers regarding client status and records; assign referrals and clients to case managers according to established protocols; and maintain routine correspondence with clients. Coordinate client data with COAAA clerical staff. In coordination with other clerical staff assist in the provision of telephone coverage and mail distribution. As needed, assist with routine clerical tasks, such as typing, filing, correspondence, etc. for Office on Aging Staff.

MINIMUM REQUIREMENTS: Prefer HSG or GED. Ability to calculate fractions, decimals and percentages, and to read and write common vocabulary. 2 years clerical experience in fast paced setting and good interpersonal and communication skills are desired. Experience with personal computers for word-processing, accurate typing skills, and office/record keeping experience are all preferred.

DEADLINE FOR APPLYING: Tuesday, June 8, 2010

STARTING SALARY: \$11.15/hr, plus a comprehensive benefits package.

If interested, apply on-line at www.franklincountyohio.gov/commissioners/hr

- EOE -

5/25/2010